

Planning and Zoning Board Minutes

October 20, 2025

The Live Oak Planning and Zoning Board/Local Planning Agency met on Monday, October 20, 2025, at 5:30 p.m. in City Hall. The following Board Members were present: Chairman Brantly Helvenston, Vice Chairman Alicia Redish, Board Member Gloria Hancock, Board Member Jessie Philpot Jr., Board Member Adam Collins, Board Member Jimmy Cherry, and Deputy City Clerk April Marshall. Absent: Board Member Jimmy McCullers (resigned) and Board Attorney Jimmy Prevatt.

Chairman Helvenston opened the meeting.

Chairman Helvenston proceeded with approval of meeting minutes from the August 18, 2025 Planning & Zoning regular board meeting minutes. Board Member Cherry made a motion to approve minutes as presented, which Board Member Redish seconded. The motion carried unanimously.

Chairman Helvenston recognized Councilmember Vanessa Robinson who spoke regarding the appearance and future of housing in the City of Live Oak.

Deputy City Clerk April Marshall swore in staff and anyone from the public who may potentially give testimony at any time during the proceedings to follow.

Chairman Helvenston proceeded to agenda item, Resolution LPA-CPA 25-01, First Church of God, Inc. Live Oak. A resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for agency review and recommendation to the city council of a proposed future land use plan map change from Residential Low Density to Residential Medium Density on 1.35 acres comprised of 2 parcels of land fronting King St. NE and West Ave. NE.

Planner I / Redevelopment Coordinator Christian Dixon explained that included in the board packet is the staff report, maps, and photos to be submitted as composite exhibit 1. The letter of intent, supporting statements and the case file to be submitted as composite exhibit 2. Board Member Collins made a motion to approve Resolution LPA-CPA 25-01, which Board Member Hancock seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-LDR 25-04, First Church of God, Inc. Live Oak. A resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for agency review and recommendation to the city council of a proposed zoning map change from Residential Single Family/ Manufactured Home to Office Institutional on 1.35 acres comprised of 2 parcels of land fronting King St. NE and West Ave. NE.

Planner I / Redevelopment Coordinator Dixon explained that included in the packet is the staff report, maps, and photos to be submitted as composite exhibit 1. The letter of intent, supporting statements and the case file to be submitted as composite exhibit 2. Board Member Hancock made a motion to approve Resolution LPA-LDR 25-04, which Board Member Beasley seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-LDR 25-05, EPB 821 Hamilton LLC. A resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for agency review and recommendation to the city council of a proposed zoning map change from Residential Single Family/ Manufactured Home to Residential Office on 0.48 acres on a parcel of land at 821 Hamilton Ave NE.

Planner I / Redevelopment Coordinator Dixon explained that included in the packet is the staff report, flood maps, and photos to be submitted as composite exhibit 1. The letter of intent, the resolution and the case file to be submitted as composite exhibit 2. Board Member Redish made a motion to approve Resolution LPA-LDR 25-05, which Board Member Collins seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-CPA 25-02, Dana Berman as authorized agent for K&J Goods LLC. A resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for Agency review and recommendation to the city council of a proposed Future Land Use Plan Map change from Residential Moderate Density to Residential Medium Density on

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0.31 acres comprised of 2 lots of land fronting Meadow St. SE and Westmoreland St. SE.

Planner I / Redevelopment Coordinator Dixon explained that included for composite exhibit 1 is the staff report, maps, the resolution, and area photos. The letter of intent, and the case file to be submitted as composite exhibit 2. Board Member Collins made a motion to approve Resolution LPA-CPA 25-02, which Board Member Beasley seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-LDR 25-06 Dana Berman as authorized agent for K&J Goods LLC, a resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for Agency review and recommendation to the city council of a proposed Zoning Map change from Residential Single Family to Residential Office on 0.31 acres comprised of 2 lots of land fronting Meadow St. SE and Westmoreland St. SE.

Planner I / Redevelopment Coordinator Dixon explained that included for composite exhibit 1 is the staff report, maps, the resolution, and area photos. The letter of intent, and the case file to be submitted as composite exhibit 2. Board Member Cherry made a motion to approve Resolution LPA-LDR 25-06, which Board Member Redish seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-CPA 25-03 North Florida Professional Services Inc. as authorized agent for Sleiman Management LLC, a resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for Agency review and recommendation to the city council of a proposed Zoning Map change from Residential Single Family/ Manufactured Home to Residential Office on 0.48 acres on a parcel of land at 821 Hamilton Ave NE.

Development Manager George Curtis explained the zoning for this project and advised that the staff report, maps, the resolutions, and photos to be submitted as composite exhibit 1. The letter of intent, and a comprehensive analysis to be submitted as composite exhibit 2. Board Member Hancock made a motion to approve Resolution LPA-CPA 25-03, which Board Member Beasley seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-LDR 25-07 North Florida Professional Services Inc. as authorized agent for Sleiman Management LLC. A resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for agency review and recommendation to the city council of a proposed zoning map change from Residential Single Family/ Manufactured Home to Residential Office on 0.48 acres on a parcel of land at 821 Hamilton Ave NE.

Development Manager Curtis explained the zoning for this project and advised that the staff report, maps, the resolution, and photos to be submitted as composite exhibit 1. The letter of intent, and a comprehensive analysis to be submitted as composite exhibit 2. Board Member Hancock made a motion to approve Resolution LPA-CPA 25-03, which Board Member Redish seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-CPA 25-04 Suwannee Missionary Baptist Association, Inc. a resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for Agency review and recommendation to the city council of a proposed Future Land Use Plan Map change from Residential very low density and agriculture to Residential medium density on 15.16 acres comprised of 3 adjacent parcels with frontage on Walker Ave. SW, AKA 1747 Walker Ave. SW.

Development Manager Curtis explained the history for each parcel and advised the board that included in the packet is the staff report, maps, the resolution, and photos to be submitted as composite exhibit 1. The letter of intent, supporting statements to be submitted as composite exhibit 2. Chairman Helvenston asked if the school was aware of this request? After being sworn in by Deputy City Clerk April Marshall, Suwannee Missionary Baptist Association, Inc. Director Andy Jordan advised the board that he did speak with the administration at the school bus barn to make them aware of the project. Board Member Hancock made a

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motion to approve Resolution LPA-CPA 25-04, which Board Member Beasley seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-LDR 25-08 Suwannee Missionary Baptist Association, Inc, a resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for Agency review and recommendation to the city council of a proposed Zoning Map change Agriculture One to Office Institutional on 15.16 acres which is comprised of 3 adjacent parcels with frontage on Walker Ave. SW, 1747 Walker Ave. SW.

Development Manager Curtis explained the history for each parcel and advised the board that included in the packet is the staff report, maps, the resolution, and photos to be submitted as composite exhibit 1. The letter of intent, supporting statements to be submitted as composite exhibit 2. Board Member Cherry made a motion to approve Resolution LPA-LDR 25-08, which Board Member Hancock seconded. The motion carried unanimously.

Chairman Helvenston proceeded to agenda item, Resolution LPA-LDR 25-09 City Council of the City of Live Oak, FL applicant. A resolution for consideration by the Planning and Zoning Board serving as the Local Planning Agency for agency review and recommendation to the city council of a proposed text amendments to articles: Two-Definitions; Three- Administrative Mechanisms and Procedures; Four-Zoning Regulations and 4.19-Supplemental District Regulations; Five-Subdivision Regulations; and Fourteen - Permitting and Concurrency Management.

Development Manager Curtis explained that this is to allow residents to have hens for the benefit of having fresh eggs and explained the regulations on the board changing the guidelines. Board Member Hancock made a motion to tabled Resolution LPA-LDR 25-07 to get more information and to have a workshop, which Board Member Collins seconded. The motion carried unanimously.

With no other business the meeting was adjourned.

Mr. Brantly Helvenston, Chairman
City of Live Oak Planning and Zoning Board

ATTEST:
John W. Gill
City Clerk